

OSAMA HELMY

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OBJECTIVE

Dedicated sale professional that exceeds goals retains customers and maintains a strong reputation for customer satisfaction. Highly motivated and goal oriented person looking for a position as a Real estate agent. Seeking an opportunity in the organization to, display my positive attitude and hard work for the growth of the company.

EXPERIENCE

AZIZI Developments (UAE)

Senior Relationship Manager | 09/2020 until now

- Responsible for operating and maintaining real estate properties with the goal of maximizing income and profits.
- Supervise real estate sales agents, perform administrative duties and stay informed about the latest changes in the real estate industry.
- Offer advice and motivate their agents to close sales.
- Develop effective training programs that teach agents how to acquire customers, negotiate deals, and secure financing and complete paperwork for the sale.

Set weekly, monthly and yearly monetary

Arada developments

Sales manager 5/2019 to 6/2020

- Updates job knowledge by studying listings; visiting properties; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional and community organizations.
- Accomplishes brokerage mission by completing related results as needed. Skills/Qualifications: Understanding the Customer, Prospecting Skills, People Skills, Problem Solving, Motivation for Sales, Territory Management, Legal Compliance, Independence, Professionalism, Meeting Sales Goals, Negotiation.
- Set weekly, monthly and yearly monetary goals for the agents to achieve and conducted sales meeting.

AZIZI Developments (UAE)

Senior Relationship Manager | 01/2018 to 04/2019

- **Responsible for operating and maintaining real estate properties with the goal of maximizing income and profits.**
- **Supervise real estate sales agents, perform administrative duties and stay informed about the latest changes in the real estate industry.**
- **Offer advice and motivate their agents to close sales.**
- **Develop effective training programs that teach agents how to acquire customers, negotiate deals, and secure financing and complete paperwork for the sale.**
- **Set weekly, monthly and yearly monetary goals for the agents to achieve and conducted sales meeting.**
- **Perform human resources duties, such as conducting interviews, hiring new staff and transferring or dismissing seasoned staff.**
- **Prepare employee payroll, budget and inventory reports**

Al- Wasayef Real Estate (UAE)

Senior Property Consultant | 05/2014 to 12/2017

- Develops property listings by building rapport and reaching out to potential sellers; meeting potential sellers in community activities.
- Lists property by examining property; recommending improvements that will enhance salability; coordinating with appraisers to set a selling price; closing a contract.
- Develops buyers by meeting potential buyers in community activities; greeting drop-ins; placing advertisements; responding to inquiries.
- Closes sales by understanding buyers' requirements; matching requirements to listings; showing properties; demonstrating benefits; relaying offers; suggesting alterations; writing a contract.
- Updates job knowledge by studying listings; visiting properties; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional and community organizations.
- Accomplishes brokerage mission by completing related results as needed. Skills/Qualifications: Understanding the Customer, Prospecting Skills, People Skills, Problem Solving, Motivation for Sales, Territory Management, Legal Compliance, Independence, Professionalism, Meeting Sales Goals, Negotiation

Samama Holding company (KSA)

Sales Manager | 01/2010 to 12/2014

- Initiated action plans and initiatives to approach and secure new customers
- Identified and targeted new customers through constant follow-up and focused sales presentations highlighting on customer needs and benefits in order to achieve maximum satisfaction for our guests.
- Territory Management and Customer support – experience on project leadership and coordination evolving clients handling different types of businesses: negotiation with prospective clients to define needs and solutions.
- Responsible for Training the new sales team.
- Handling and arranging administration of meetings, maintenance and updating of the company's administrative records, compliance duties and generating monthly reports and ability to work under pressure.

- Develop and maintain strong working relationship with the key accounts, increase customer retention and efficient distribution strategy

Gulf General Trading (UAE)

Branch Manager | 10/2007 to 10/2009

- Respond to inquiries received from the clients politely and effectively
- Conduct filing of all the incoming and outgoing correspondence and other documents
- Handle management reports and weekly progress reports including evaluation of client satisfaction surveys and sales results
- Interface between Sales and Marketing, orienting negotiations and analyzing different offers
- Motivate staff within the exhibition.
- Training and assessment of staff within the exhibition

E.G. Real Estate. (Egypt)

Real Estate Sales representative | 08/2005 to 05/2008

- Sold over 60 units per year in the north coast of Egypt.
- Showed properties to potential buyers and other brokers by appointment.
- Continually stayed up-to-date on mortgage rates and related real estate news.
- Communicated with clients to understand their property needs and preferences.
- Documented all customer inquiries and comments thoroughly and quickly.
- Delivered positive, effective sales presentations.

EDUCATION

- Faculty of Commerce Alexandria University, Accounting Section. 2001 to 2005
- Certified diploma in real estate (RERA).

LANGUAGE

Fluent in English & Arabic.

SKILLS

- Creative problem solver
- Exceptional communication skills
- Strong client relations
- International sales support
- Microsoft Windows
- Microsoft Office (Word –PowerPoint - Excel)
- Flexible schedule
- Investment property expert
- Customer service-oriented
- Excellent teamwork
- *Accomplished in commission sales*